

## **CITY OF BEAVERTON Plans Examiner 2**

### **General Summary**

Review construction plans for commercial, industrial and multi-family buildings for compliance with all, codes, regulations, rules, laws, and ordinances. Approve or deny plans. Attend pre-design and plan review meetings with developers and contractors.

### **Key Distinguishing Duties**

Perform plan review of buildings requiring State of Oregon A-level Mechanical Inspector, State of Oregon A level Plans Examiner and State of Oregon Fire and Life Safety Plans Examiner certifications or equivalent.

### **Essential Functions**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Perform plan reviews on single-family, multi-family residential, commercial and industrial buildings for compliance with city ordinances, and state building, mechanical and fire codes and applicable laws, rules and regulations according to established time deadlines. Write plan review reports.
2. Approve or deny plans for issuance. Identify plan deficiencies and notify applicants of required alterations. Work with applicants to resolve problems. Determine the value of buildings for permit fees and approve building permits.
3. Participate in pre-development and facility review meetings addressing code issues or plan deficiencies.
4. Provide technical assistance to the public and construction representatives on code questions plan review and processes. Assist applicants in completing the building permit process.
5. Maintain and file applications, documentation and records. Enter plans review information into computer system. Initiate plan check letters as required.
6. Conduct field inspections as directed.
7. Assist permit technicians on permit application processing.
8. Coordinate with other divisions and governmental agencies related to commercial, industrial and multi-family building projects.

9. Provide code information and answer code questions by phone and at the building counter as requested by the general public, contractors, and design professionals.
10. Participate in division operational processes including procedure development and implementation.
11. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
12. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
13. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
14. Participate in the City Emergency Management program including classes, training sessions and emergency events.
15. Follow standards as outlined in the Employee Handbook.
16. Produce an acceptable quantity and quality of work that is completed within established timelines.
17. Support and respect diversity in the workplace.

### **Other Functions**

1. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Working knowledge of safety standards and work procedures related to building inspection.
- ◆ Advanced knowledge of state and local building codes, ordinances, rules, laws and regulations governing plans examination for single and multiple family dwellings, commercial and industrial structures.
- ◆ Advanced knowledge of new construction provisions of the fire code.
- ◆ Advanced knowledge of practices and principles of structural engineering, inspection, construction, or architecture, including safety design as related to plans examination.
- ◆ Advanced knowledge of state and local codes, ordinances, rules, laws and regulations governing structural engineering, construction and inspection.
- ◆ Advanced knowledge of techniques and methods of construction plan review and inspection.
- ◆ Advanced knowledge of multi-family, commercial and industrial construction materials and methods.
- ◆ Advanced knowledge of state and local mechanical codes, ordinances, rules, laws and regulations and related mechanical systems.
- ◆ Working knowledge of state and local plumbing and electrical codes, ordinances, rules, laws and regulations.

- ◆ Working knowledge of rules and procedures for the administration of building, mechanical, plumbing and electrical codes for multiple family, commercial and industrial structures.
- ◆ Working knowledge of new construction provisions of the fire code.
- ◆ Working knowledge of issues and trends in the construction industry.
- ◆ Working knowledge of strategic planning methods with an emphasis on services related to structural engineering design, construction, plan review and inspection.
- ◆ Basic knowledge of practices and principles of public/business administration and decision-making.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Advanced knowledge of mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

### **Skills/Abilities Required**

- ◆ Strong ability to read blueprints and plan specifications.
- ◆ Strong ability to use engineering and architect measuring tools.
- ◆ Strong ability to interpret building plans and specifications.
- ◆ Strong ability to determine building occupancy status and the appropriate fire and life safety construction requirements.
- ◆ Strong ability to determine whether plans meet code requirements.
- ◆ Strong ability to assess structural integrity of buildings.
- ◆ Advanced ability to maintain complete and accurate records.
- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations.
- ◆ Strong ability to use a keyboard and word processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment.

### **Minimum Qualifications Required for Entry**

Associate's degree in building inspection technology or a related field and 4 years progressively responsible experience in plans examination, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standard.
- ◆ State of Oregon A-level Plans Examiner or ICC\* Building Plans Examiner certification required.

- ◆ State of Oregon Fire Life Safety Plans Examiner or ICC\* Fire Plans Examiner certification required.
- ◆ State of Oregon 1 & 2 Family Dwelling Plans Examiner or ICC\* Residential Building inspector certification required.
- ◆ State of Oregon A-level Mechanical Inspector or ICC\* Commercial Mechanical Inspector certification required.
- ◆ State of Oregon 1 & 2 Family Dwelling Structural or ICC\* Residential Building Inspector certification desired.
- ◆ State of Oregon 1 & 2 Family Dwelling Mechanical or ICC\* Residential Mechanical Inspector certification desired.
- ◆ State of Oregon A-level Building Inspector or ICC\* Commercial Building Inspector certification desired.
- ◆ State of Oregon Post Earthquake Damage Inspector registration desired.

\*International Code Council (ICC) certification is a nationally recognized certification adopted in the State of Oregon OAR's as an approved equivalent certification. All ICC certified individuals require an Oregon Inspector Certification (OIC) in addition to their ICC certifications to be considered for employment in the State of Oregon.

## **Working Conditions**

Regular focus on a computer screen; daily precise control of fingers and hand movements; daily standing for prolonged periods; weekly dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; occasional operation of a motor vehicle on public roads; occasional physical exposures of the Building Inspector classification.

## **Classification History**

As of 10/97: Plans Examiner 2

Revised: 1/98

New class specification title 1/98: Plans Examiner 2

Revised: 11/05

Revised: 1/1/09

Status: M3  
FLSA: Non-exempt

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Department Head Signature

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Human Resources Signature

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Date

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Date